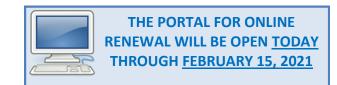


ONLINE BUSINESS LICENSE RENEWAL INSTRUCTIONS



LOG-IN: **Note**: Your business license account and utility account can be linked together and use the same log in. (1) Access **bountifulutah.gov** home page. Click **Bountiful Business License Online Services** in the **Announcements** box. (2) Click **Citizen Self Service** and **Log-In*** using the account identification and password you created for your 2021 renewal. (3) Click **Business License**.

(*FOR FIRST TIME RENEWALS ONLY: Create a log-in by clicking Citizen Self Service and follow instructions for Self-Registration & Save. Click Go To Module Homepage (located under "Business License Accounts"). Click Link to Account and enter your ID# and Company Name. MUST BE ENTERED EXACTLY as displayed on your business license.)

CHECK ACCOUNT INFORMATION: (1) Click **Account** – check information for accuracy. Add or correct **contact info** by clicking **Add New. Save** then click **Return to Accounts**. *Emergency phone numbers for the Bountiful City Police Department can be added here.

RENEW 2021 BUSINESS LICENSE: (1) After clicking Return to Accounts, click Enter Filing. (2) Click Select (Under 2021 & Unfiled).

- For businesses classified HOME BUSINESS-NO FEE: (1) Click Continue (total fees should be zero). (2) Read and checkmark Acknowledgement Box. (3) Click File. Congratulations! Your license is renewed and will be mailed pending review by Business License personnel.
- For businesses classified COMMERCIAL or HOME BUSINESS (WITH FEES): (1) Fill in BOX with Amount of Gross Sales for Preceding Year (MUST be included)! Click Recalculate. Fill in number of Full-time and Part-time Employees, and Rentals (as applicable). Note: Total fees will be calculated automatically. Amount of Gross Sales for Preceding Year MUST be included for your application to be properly processed by Business Licensing. (2) Click Continue Check total fees. (3) Read and checkmark the Acknowledgement Box. (4) Click File. (5) Click Add Bill to Cart and proceed with payment by clicking My Cart and Checkout following directions (Visa, MasterCard or Discover credit cards accepted.) Congratulations! Your license is renewed and will be mailed pending review by Business License personnel.

This renewal notice is provided as a courtesy. Annual business license renewal is the sole responsibility of the business owner.

If you DO NOT wish to renew online, please contact us at 801-298-6190 or licensing@bountiful.gov or visit our website to receive a renewal form.

Note: Renewals are due on or before February 15, 2021. After that date, late fees will be applied and renewals can no longer be completed online.